**Checklist for Creating Accelerated Program Proposals**

* Log into CIM (<https://nextcatalog.wcupa.edu/programadmin/>), and select the undergraduate degree that you want to add an accelerated option to.

* In the Program/Change Summary field, add a note to “Add an Accelerated Program.”
* Beneath the program’s current undergraduate curriculum, add a heading describing the accelerated program, following this format:  “Accelerated B.S. in Criminal Justice to M.S. in Criminal Justice Program.”
* If there are any admissions or application requirements or policies above the standard accelerated policy, those should be listed above the inserted accelerated curriculum table.
* Double-check: graduate courses mapped into the undergraduate curriculum do not exceed 40% of the total credits for the graduate degree. Review all [Accelerated Programs Policies](http://catalog.wcupa.edu/undergraduate/accelerated-programs/).
* Upload the program assessment as an attachment if graduate courses are being substituted for undergraduate **major** requirements. (A plan is not needed if the graduate courses are used for electives only. The plan will be reviewed to assure student learning outcomes for both the undergraduate and graduate degrees are being met.)
* Upload an advising sheet that includes bachelors through master’s degree requirements.
* If the graduate program is in a separate department from the undergraduate program, gather and upload statements of support from the department chair and college dean from the graduate program.